

**ADMINISTRATIVE INTERNAL USE ONLY**

DCI/RM-78-0063

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]  
Deputy to the DCI for Resource Management

[REDACTED]  
Deputy to the DCI for Collection Tasking

SUBJECT: Administrative Support for the Resource  
Management and Collection Tasking Staffs

1. It is our jointly held view that a single Administrative Staff can provide the necessary support required by the Resource Management and Collection Tasking Staffs. We have concluded that by sharing an Administrative Staff we will be able to economize on staff positions. It will be necessary, however, to augment the present Administrative Staff in order to deal with the increased work required by the increase in personnel, plus the requirement to maintain separate budgets, separate property accounts and control of separate personnel staffing complements. The number of people required for this augmentation will depend on whether and how many Collection Tasking Staff personnel move to the Pentagon.

2. The joint Administrative Staff would be under the direct supervision of the Chief, Administrative Staff. The Chief, Administrative Staff would report directly and equally to both the D/DCI/RMS and the D/DCI/CTS.

STAT

1978  
Date

3 NOV 1978

Date

**ADMINISTRATIVE INTERNAL USE ONLY**

Distribution: (DCI/RM-78-0063)

Orig. - DDA

1 - D/DCI/RM Chrono

1 - D/DCI/CT Chrono

2 - AS/RMS

1 - RM Registry

STAT

AS/RMS/ [ ] (24 October 78)

Revised:

STAT

EO/RMS/ [ ] (30 October 1978)